

**Budget and Control Board — Office of General Services — State Fleet Management  
Request for Permanent Assignment of a State-owned Vehicle**

**\* SEE INSTRUCTIONS ON PAGE 2 \***

**Section I: Application for Permanent Assignment of State Vehicle**

Application Type: ☐ New Request ☐ Information Update Effective Date: \_\_\_\_\_

Withdrawal: Tag Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Vehicle Information: Tag Number: \_\_\_\_\_ Equipment Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Agency Information: Agency: \_\_\_\_\_ Agency Contact: \_\_\_\_\_

Agency Code: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Operator Information: Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_ Expiration Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

NOTE: You MUST supply your driver's license number and full expiration date for this application to be processed.

**Section II: Rationale for Assignment**

☐ Line-duty law enforcement officer ☐ Constitutional officer ☐ Agency head

☐ Remote work site Location: \_\_\_\_\_

☐ Annual official mileage Official miles accrued last FY: \_\_\_\_\_

☐ Emergency response to calls after normal duty Number of emergency responses last FY: \_\_\_\_\_

☐ Specially mounted equipment Describe Equipment: \_\_\_\_\_

☐ Logistical reasons Explain: \_\_\_\_\_

**Section III: Employee Certification**

I certify that the above information is true and correct. Should this information change, I will complete a new SFM Form 980-R and submit it to State Fleet Management.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section IV: Authorization (Signatures Required)**

Assignment: ☐ Approved ☐ Disapproved

Supervisor Authorization (optional)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Head Approval (required)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# General Instructions for Permanent Assignment Form 980-R

## Section I: Application for Permanent Assignment of State Vehicle

You should use a 980-R form whenever an employee is assigned a state-owned vehicle on a full-time basis. If two or more persons use a vehicle it is not a permanent assignment.

Under Application Type, select New Request or Information Update and give the Effective Date; if this request is for Withdrawal only, be sure to include Tag Number of vehicle and Effective Date. Complete all Vehicle Information, Agency Information, and Operator Information as requested. You MUST supply your driver's license number and full expiration date for this application to be processed.

## Section II: Rationale for Assignment

Mark boxes for Rationale for Assignment as needed and complete information on the number of emergency responses, location, official miles, and specially mounted equipment. No specific rationale is required for Constitutional Officers, Agency Heads, or Law Enforcement Officers.

- **Line Duty Law Enforcement Officer:** Section 1-11-270(b) of the South Carolina Code of Laws authorizes agency heads to assign vehicles to law enforcement officers as defined by the agency head.  
  
Federal Income Tax Regulations define a Law Enforcement Officer as an individual employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirement of undercover work). The term "law enforcement officer" may include an arson investigator if the investigator otherwise meets the requirements of this paragraph (k)(6)(ii).
- **Constitutional Officer:** This includes the Governor, Lieutenant Governor, Comptroller General, State Treasurer, Attorney General, Adjutant General, Commissioner of Agriculture, Secretary of State, and Superintendent of Education. Statewide elected officials are exempt from reimbursing the State for commuting miles as shown in Section 1-11-270(b) of the South Carolina Code of Laws.
- **Agency Head:** An agency head is the chief executive officer of a State agency (limited to one per agency). Designation as an agency head is justification for assignment of a State-owned vehicle but not for exemption from reimbursement for commuting as shown in Section 1-11-270(b) of the South Carolina Code of Laws.
- **Remote Work Site:** Employees may qualify for a permanently assigned vehicle if work site is located where no motor pool vehicles are available, or if the employee's home serves as his or her office.
- **Annual Official Mileage:** SFM periodically performs a break-even analysis to determine the point at which it is more cost-effective to assign a vehicle to an employee than to pay privately-owned vehicle (POV) reimbursement. SFM notifies agencies when this break point changes. If the employee travels more than the current break-even point mileage per year, he or she is eligible for a permanently assigned vehicle. Mileage traveled includes official miles only — NOT commuting miles.
- **Emergency Calls:** Being "on call" does not necessarily merit a vehicle assignment. Frequency and type of calls after normal working hours will be determining factors.
- **Special Equipment:** Indicate type of equipment and its use.
- **Logistical Reasons:** Please specify rationale on additional pages.

## Section III: Employee Certification

In order for the form to be valid, the employee must sign and date this section.

## Section IV: Authorization

The Supervisor must indicate whether Permanent Assignment is authorized, then sign and date this section in the space provided. Final approval by agency head must be signed and dated. Forward completed original form to State Fleet Management, 140 Stoneridge Drive, Suite 650, Columbia, SC 29210-8257.